

# Keeping Your PFO Up to Date & Tidy

With so much information related to your wealth, we know it is not easy to keep it up to date. We recommend you engage in a PFO 'spring clean' once or twice a year to pull out anything that is outdated and no longer relevant so you can replace it with items that are more up-to-date and relevant.

We have provided a sample list of what some of these items might be, but it is certainly not exhaustive. We know that many of our clients include items outside this list in their PFOs, and we are delighted that you are maximizing your ability to simplify, organize & coordinate all aspects of your wealth through our PFO process.

## Cashflow Planning

- Net Worth Statement
- Cashflow Projections
- Income & Expense Summary
- Up-to-date summary of regular Saving Accounts
- Up-to-date summary of Bank Checking Accounts
- Up-to-date Mortgage Statement
- Up-to-date summary of Personal Loans and/or Line of Credit
- Up-to-date summary of Credit Cards

## Tax Planning

- Tax Planning Strategies
- Tax Summary from the previous 2 years
- All Property Tax Receipts
- Information on Holding Companies or Limited Partnerships

## Retirement Planning

- Retirement Projections
- Retirement Pension Plan Statements (private and public pensions)
- Summary of Retirement Accounts Assets
- Summary of Annuities
- Federal Benefits Statement

## Investment Management

- Asset Allocation
- Investment Policy Statement
- Investment Strategies Summary
- Summary of all brokerage accounts
- Summary of all mutual funds
- Summary of Bank Statements pertaining to investments
- Stock Certificates and/or Bond Certificates

## Your Family's Security

- Insurance Needs Analysis
- Health Insurance Policy
- Life Insurance Policy
- Disability Insurance Policy
- Extended Care or Critical Illness Insurance Policy
- Copy of Insurance Policies issued by third party (Home, Auto, Travel)

## Caring for Others

- Educational Savings Projections
- Cashflow Projections for Others (dependents)
- Summary of Educational Savings Plans
- Summary of Educational Scholarships or Bursaries
- Trust information
- Powers of Attorney for Other Family Members
- Joint Accounts with Other Family Members

## Your Legacy

- Principal Residence Ownership
- A current copy of Will
- A current copy of Power of Attorney
- A current copy of Enduring Power of Attorney
- Trust information & Deeds to all Property

## Business Planning & Succession

- Buy-Sell Agreements
- Life Insurance Policy
- Succession Plan